D2L Quick Guide: Syncing iCal with D2L

CONESTOGA
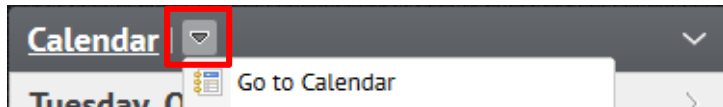Connect Life and Learning

Desire2Learn

This guide will walk you through the steps required to synchronize your iCal with the calendar feature in Desire2Learn.

Part 1: Configuring D2L

1. On the landing page for any course, click the arrow beside **"Calendar"** and choose **"Go to Calendar"**.


2. At the top right-hand corner of the Calendar screen, click **Settings**.

3. In the Calendar Options, under the sub-heading "Calendar Feeds", click the box beside **"Enable Calendar Feeds"**, then click **Save** at the bottom of the page.

4. Click on **"Subscribe"** at the top right-hand corner of the screen.

5. In the Calendar Subscription window you have a choice to which calendars you want to sync. It will automatically default to **"All Calendars and Tasks"**.
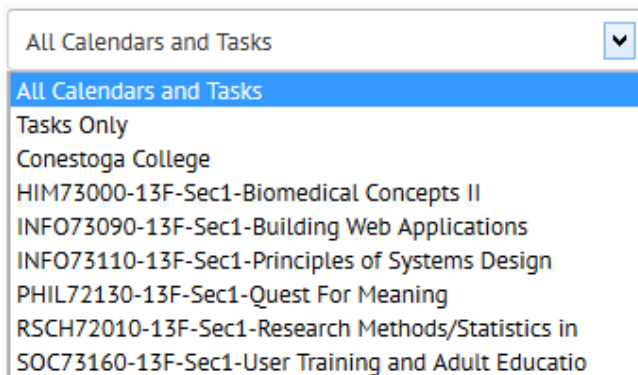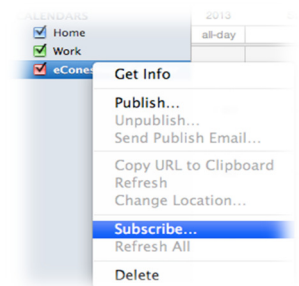

6. Select and copy the URL *(web address)* provided. (⌘+C or Ctrl+C)

Part 2: Synchronizing with iCal

1. Open your iCal Calendar.

2. Click on the **+** sign toward the bottom left of the calendar.

3. This will create a new entry under "Calendars" called **"Untitled"**. Rename it to **eConestoga Calendar**.
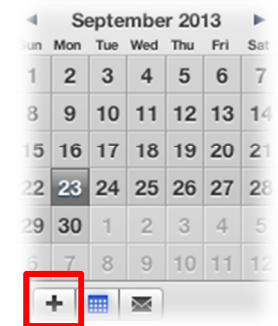
4. Right-click on your new "eConestoga Calendar" entry and choose **Subscribe**.

5. Click inside the **"Calendar URL"** field and press (⌘+V or Ctrl+V) to paste the URL you copied at the end of Part 1.
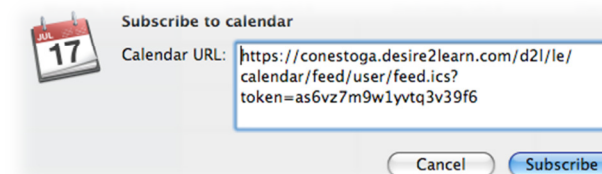
6. Click **"Subscribe"**, then **"Ok"** to finish synchronizing your calendar.